



Division of Business Services

First Stop Business
Information Center

The Secretary of State's Vision

The Goal: To make it easier for entrepreneurs to navigate the state regulatory process of starting a business.

The Master Application: A robust, adaptable, easy-to-use online tool-set specifically designed to meet this goal.

First Stop Business Information Center

- Business Fast-Start Office originated in 1995
- Research conducted on “Business Types” - charts created
- Legislation passed in 2001 [Chapter 42-132 Business Fast-Start Office](#)
- Business Fast-Start Office name changed to ***First Stop Business Information Center***
- First Stop Business Information Center developed “QuickStart” as part of the RI 2010 Legislative Stimulus Package

Chapter 42-132 Business Fast-Start Office

- [42-132-1 Purpose](#)
- [42-132-2 Definitions](#)
- [42-132-3 Organization and responsibilities](#)
- [42-132-4 Services optional](#)
- [42-132-5 Expedited state licensure process](#)

First Stop Business Information Center

- Over 200 unique business charts created
- Packages distributed in person, via USPS or email

Checklist of Requirements to Operate a Business



Mobile Food

You must contact the following agencies to ensure that you are fully compliant.

City/Town Hall

Contact Information For Each City and Town

State of Rhode Island/ Department of Health/ Office of Food Protection

3 Capitol Hill, Room 203, Providence, RI 02908
401-222-2750 | Fax: 401-222-4775 | www.health.ri.gov

- File for Peddlers License with the City/Town in which you will be doing business
- Complete an [Application](#) for a Food Market, Food Peddler
- Have the Office of Food Protection inspect the Vehicle/Cart
- Complete an [Application](#) for a Manager Certified in Food Safety, if applicable
- Comply with [License Information for New Food Establishments](#), if applicable
- Complete an [Application](#) for a Food Processor, if applicable
- Complete an [Application](#) for Food Service, if applicable
- Comply with the [Rhode Island Food Code](#)

State of Rhode Island/ Division of Motor Vehicles

600 New London Avenue, Cranston, RI 02920
401-462-4368 | www.dmv.ri.gov

- Register your Vehicle/Cart

www.ri.gov/sos/quickstart

BECOME A BUSINESS SUPERHERO.



WE'VE GOT YOUR BACK.
START A RHODE ISLAND BUSINESS TODAY.

CHOOSE YOUR BUSINESS TYPE
VIEW A COMPLETE LIST

SEARCH FORMS
FIND SOMETHING SPECIFIC

SIGN UP →
GET STARTED WITH YOUR BUSINESS

[Already Signed-up? Sign in →](#)



You have a solid idea for a business, and all that stands between you and the grand opening is getting started. That's where we come in. You'll get proven advice that comes from years of experience helping people just like you.

If you know what exactly which forms you need, use our *Search Forms* tool. If not, use *Choose Your Business Type* to find the forms organized by category like "Deli" or "Hairdresser."

We sincerely wish you the best in starting your business.

Secretary of State A. Ralph Mollis

High Level Requirements

- All forms in PDF *at a minimum*, searchable, browse-able by user
- As many **online forms** as possible
- User able to select business type, answer questions, receive list of forms and tasks
- Forms to be completed by user as **efficiently as possible**, avoiding redundant entry of the same information again and again
- System must be **easily adaptable** to conform with changing business rules
- System must be **completely manageable** by non-technical staff at the SOS Business Office
- **Flexible integration** - data available to agencies as 'data to paper', CSV (spreadsheet), XML
- Online payment

The Form Library

A definitive collection of 300+ forms from each agency, sorted and described so users can find the forms they need quickly

Form Information

The screenshot shows a form entry for 'Business Application and Registration (BAR)'. It includes a description, department name, contact information (address and phone), keywords, and two action buttons: 'Download Form (PDF)' and 'Online Service'. A green button '+ Add to a task list' is also visible in the top right corner.

Business Application and Registration (BAR) + Add to a task list

This application may be used to register your **business** for the following: -Permit to make sales at

Department of Revenue - Division of Taxation

Address: One Capitol Hill, Providence, RI 02908
Phone: (401) 574-8829

Keywords: bar **business** registration tax

Contact Info

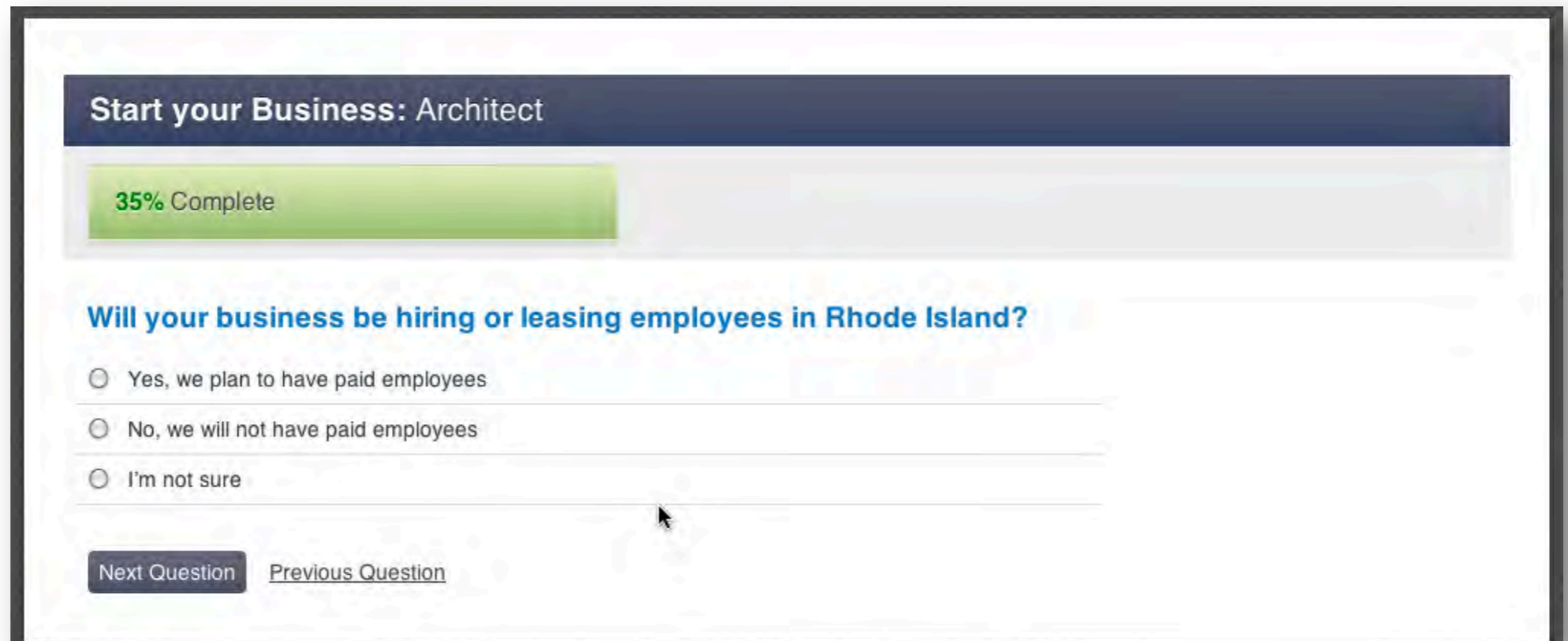
Keywords

Link to PDF

Online Service Link

The New Business Wizard

After answering a few questions about their business, users are presented with a **list of recommended forms and tasks** they can save to a virtual cart



The screenshot shows a web-based wizard interface for starting a business as an architect. At the top, a dark blue header reads "Start your Business: Architect". Below this is a progress bar indicating "35% Complete". The main content area features a question: "Will your business be hiring or leasing employees in Rhode Island?". Three radio button options are provided: "Yes, we plan to have paid employees", "No, we will not have paid employees", and "I'm not sure". At the bottom of the form, there are two buttons: "Next Question" (a dark blue button) and "Previous Question" (a light blue link).

Task Lists

After the questions are complete, the system presents a list of tasks and forms which the user can save.

[+ Add to a task list](#)

OR HAZARDOUS, MEDICAL or

Compliance & Inspection

8

What will the new Task List be called?

Name

[Create](#) [Cancel](#)

My Saved Task Lists

- Maine Demo
- Health Demo Feb
- Nicole's Vend-O-Matic

[View All](#)

Tom's ice cream

Use this list to check off items. Feel free to print, use this on your smartphone or on your desktop as you start your business.

- [Download Form \(PDF\)](#)
Review Basic Legal Considerations
- [Download Form \(PDF\)](#) [Online Service](#)
Articles of Organization for a Domestic Limited Liability Company
- [Download Form \(PDF\)](#) [Online Service](#)
Business Application and Registration (BAR)
- [Download Form \(PDF\)](#)
Rhode Island W-4 Employee's Withholding Allowance Certificate
- [Download Form \(PDF\)](#)
Review Frequently Asked Questions regarding 2011 Rhode Island Personal Income Tax Withholding and revised Personal Income Tax

Online Forms

All QuickStart forms are available as PDF documents. It is the goal whenever possible to make that form available as an online service with data being automatically submitted to the appropriate agency.



Universal Business Data

User has ability to save their commonly used names, addresses and business information

The screenshot shows a web form titled "ARTICLE II" with the instruction: "The street address (post office boxes are not acceptable) of the limited liability company's registered agent in Rhode Island is:". The form includes input fields for "Street 1 *", "Street 2", "City *", and "State". A dropdown menu is open for the "State" field, displaying a list of saved business data entries. Each entry includes a green arrow icon, a business name, address, city, state, zip code, and two phone numbers. A "Cancel" button and a "(3/3)" indicator are at the bottom of the dropdown. A blue button labeled "Prefill from my saved data" is visible on the main form.

Business Name	Address	City	State	Zip	Phone 1	Phone 2
Headquarters 2 Roffee Street	Barrington RI 02806 USA	Barrington	RI	02806	(401) 245-6442	(401) 246-9012
Bake Shop	One State Street #401	Providence	RI	02908	(401) 444-8888	
New York Office	12 West 59th Street Suite 1221	New York	NY	09100	(201) 555-1212	(201) 444-1212

Using UBD

Facility Location Information

Street 1

Street 2

City

State

Zip

Please select :

- 1-Something St Seekonk MA 02771
- 2 Charles St Providence RI 02904

Cancel | (2/2)

Prefill from my saved data

User clicks on button

Chooses address

Form fills automatically

2 Charles St

Providence

Rhode Island

02904

Administration:

SOS has complete control of library, online forms and New Business Wizard.

Test Business Questions

Questions for Test Business

Questions:

Will you sell Lottery Tickets

Yes
No

x Remove Edit Question Edit Answers Move down

Will you need vending machines?

Yes
No

x Remove Edit Question Edit Answers Move up

+ Add Question

Update this question

* Text

Will you sell Lottery Tickets

Update Question Cancel

Tasks and forms:

1) Application Vending Units

Rhode Island Department of Health

Download Form (PDF)

x Remove Move down

2) Application Lottery Sales Agent License

Rhode Island Lottery Commission

Download Form (PDF)

Move up Move down

Appointment as an
on Station

ision of Motor Vehicles

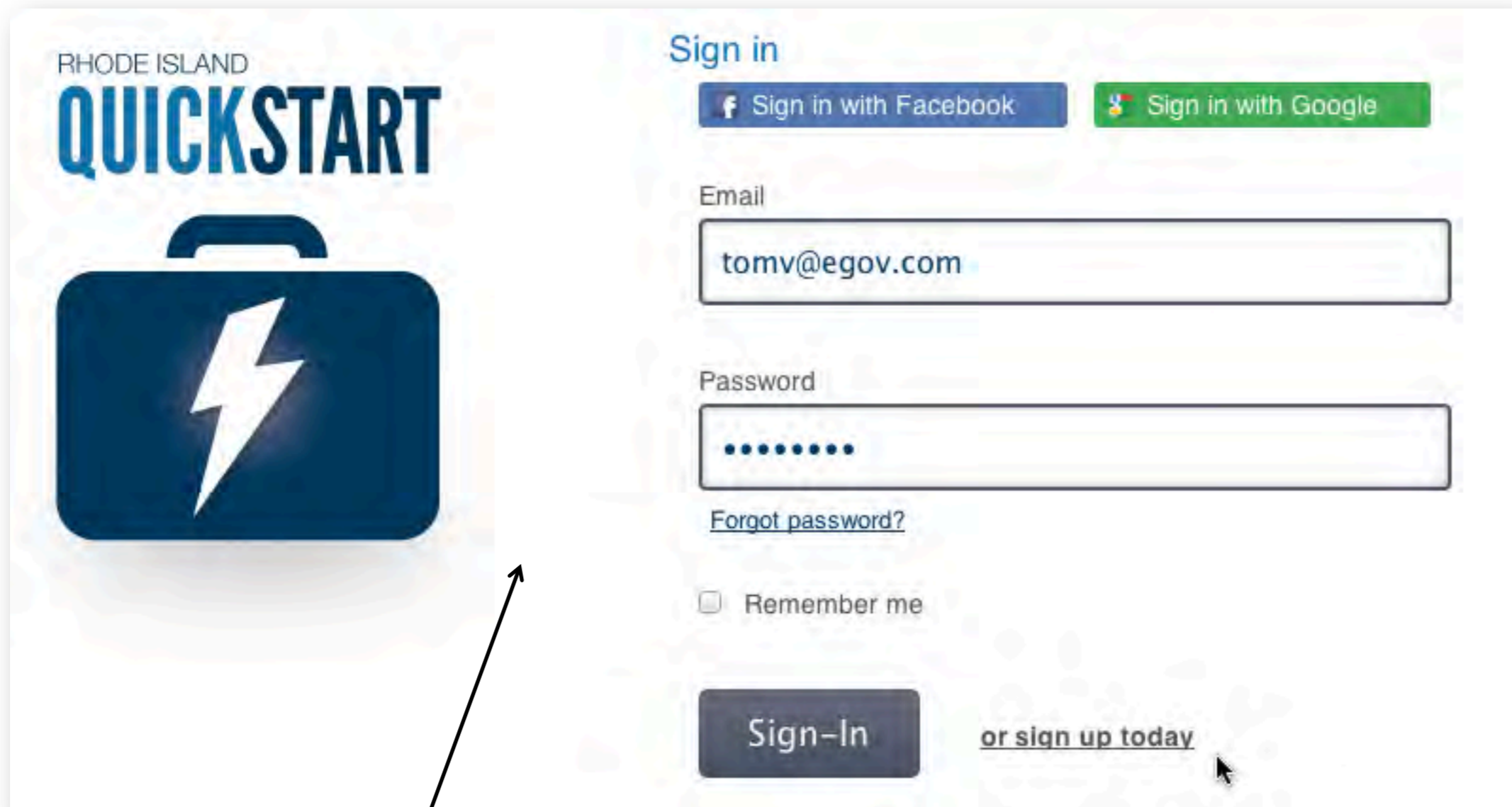
m (PDF)

Unique “Burger” Approach

Based on how the user answers questions the system determines **what they don't need.**



Other Innovations:



Easy Facebook and Gmail
sign-in

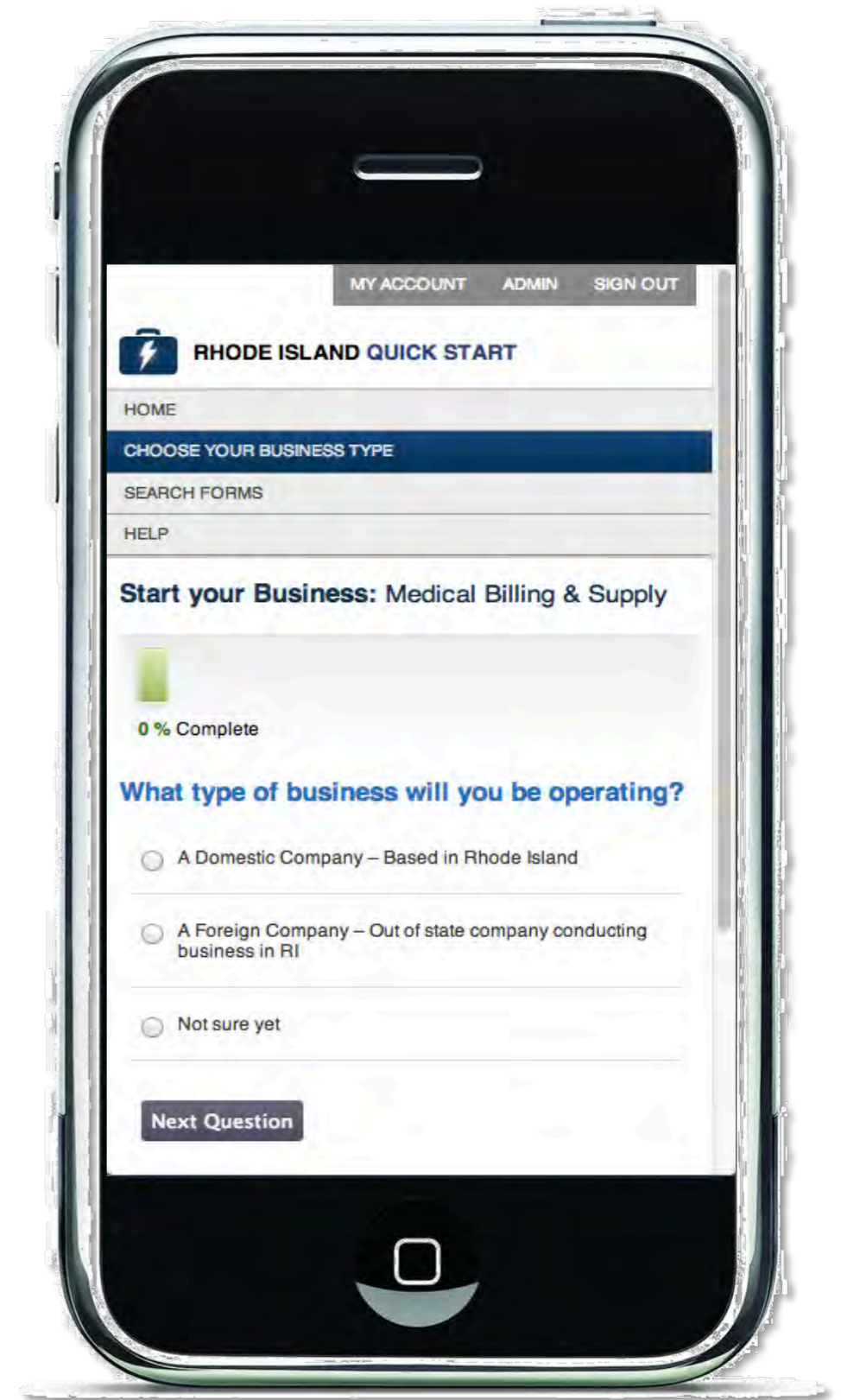
Other Innovations:

Comprehensive “Help Section” with online live chat hosted by the SOS Business Office.

The screenshot shows the Rhode Island Quickstart website's help section. At the top left is the logo for "RHODE ISLAND QUICKSTART OFFICE OF THE SECRETARY OF STATE". A vertical sidebar on the left contains the text "Ask Us". The main content area is titled "Help" and includes the text: "We will make it easier for you to get what you need in two different ways". Below this are two numbered steps: "1. Choose Your Business" and "2. Search Forms". A white chat widget overlay is centered on the page, titled "How can we help you?". It asks "Would you like to..." and offers two options: "Find someone to chat with" (with a speech bubble icon) and "Submit a support request" (with a document icon). The widget is powered by Zandesk. In the background, a "SEARCH" box is visible in the top right, and a "n Touch" section is partially visible on the right side.

Other Innovations:

Task lists and other QuickStart functionality is designed to be easily viewed and edited on smartphones and tablets.



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